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ABSTRACT

SIS (Student Followup Information System) has been developed by community/junior colleges in the State of Texas in response to the need for systematic and valid means of collecting followup data. SIS is composed of a series of data collection devices designed and tested in a multitude of different environments in various colleges throughout Texas. Built around the concept of an educational management information system, SIS is divided into seven subsystems, each with its own instruments and methods of processing. The brochure describes seven subsystems, each of which provides a means for collecting a different type information: (1) Student's Educational Intent (to assess student educational goals or intent); (2) Withdrawal Followup (of students who withdraw from college or individual courses), (3) Nonreturning Student Followup (of graduates who, after completing a specific enrollment period, do not return for a subsequent enrollment period); (4) Graduate Followup (of students who graduate from associate degree or certificate/diploma programs, both university transfer/academic and occupational/technical); (5) Employer Followup (for responses by employers of program graduates who participated in a previously conducted graduate survey); (6) Adult Continuing Education Followup (of students who complete preparatory, supplemental, or other adult continuing education courses); and (7) State Followup Reporting (for statewide studies). The brief description of each subsystem includes notes on how the questionnaires were designed and a list of the types of information collected. (LAS)

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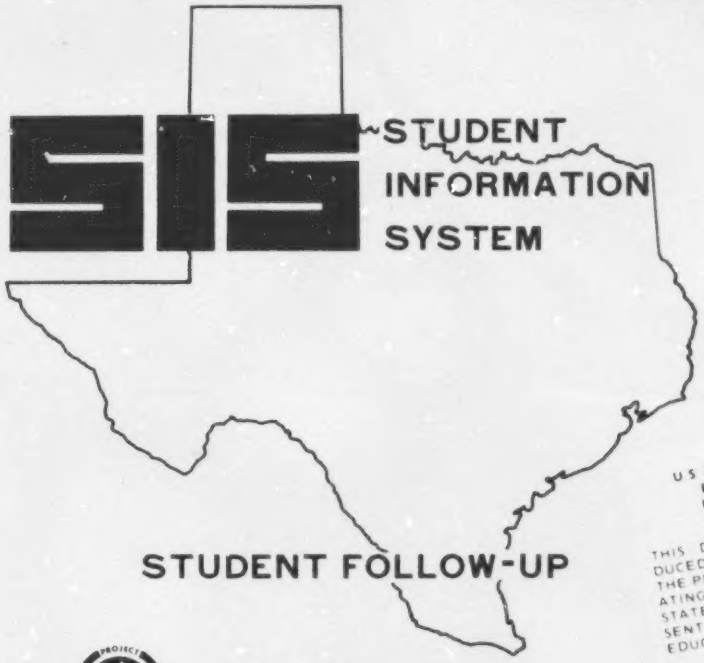

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MANAGEMENT INFORMATION SYSTEM

SIS (Student Follow-up Information System) has been developed by community/junior colleges in the State of Texas in response to the need for systematic and valid means of collecting follow-up data. SIS is composed of a series of data collection devices designed and tested in a multitude of different environments in various colleges throughout Texas. SIS, built around the concept of an educational management information system, is divided into seven subsystems, each with its own instruments and methods of processing. The procedural operation of SIS is fully documented in system "Manuals" and accompanying reports by subcontractor institutions. For more information concerning SIS, contact the Division of Occupational Research and Development, Department of Occupational and Technical Education, Texas Education Agency, Austin, Texas 78701.

SUBSYSTEM I
STUDENT'S EDUCATIONAL INTENT

PROCEDURES

Subsystem I (Student's Educational Intent) provides a mechanism for the collection of information relative to the student's education intent (or goal). The information (which can be collected during registration or in-class) is normally utilized for analyses of subsequent follow-up studies to determine the relative level of student achievement. Provisions have been made for the data collected in this subsystem to be either manually or computer processed.

QUESTIONNAIRE DESIGNED

A single card-size questionnaire which fits into most college registration packets has been designed and tested in a variety of educational environments by many of the community/junior colleges of Texas. The SEI card (being one of SIS's color-coded questionnaires) can normally be implemented with a minimum of difficulty and can be used for local informational purposes.

TYPE OF INFORMATION COLLECTED

The SEI card collects the below types of student information:

- Employment status
- Attendance objective (s)
- Individual course (s) or formal program pursuance
- Future enrollment plans
- Major field of study

In addition to the above, the SEI card provides space for the designation of student identification data as well as space for the "coding" of information for local analyses.

SUBSYSTEM II
STUDENT WITHDRAWAL FOLLOW-UP

PROCEDURES

Subsystem II (Student Withdrawal Follow-up) provides a mechanism for the collection of information from students who withdraw from college or individual courses. Information from students who adhere to the regular withdrawal process can be obtained by implementing the course withdrawal card and/or college withdrawal card in the registrar's or counseling office -- depending on the college's withdrawal process. Information from students who "walk-off" (without completing the normal withdrawal process) can be obtained by implementing a mail-out survey using the walk-off card. Provisions have been made for the data collected in this subsystem to be either manually or computer processed.

QUESTIONNAIRES DESIGNED

Three questionnaires (of small card size) have been designed and tested in a variety of educational environments by many of the community/junior colleges in Texas. Each questionnaire is color-coded with only one (walk-off) requiring a mail-out type survey.

TYPE OF INFORMATION COLLECTED

The three withdrawal questionnaires collect the below types of student follow-up information:

Program or course identification
Employment and/or college enrollment status
Reason (s) for withdrawal status
Need of counselor assistance
Previous use of college services
Future enrollment status
Opinion of educational experience
Suggestions for improvement of courses and/or college services
General comments

In addition to the above, the withdrawal cards provide space for the designation of student identification data as well as space for the "coding" of information for local analyses.

SUBSYSTEM III
NONRETURNING STUDENT FOLLOW-UP

PROCEDURES

Subsystem III (Nonreturning Student Follow-up) provides a mechanism for the collection of information from non-graduates who, after completing a specific enrollment period, do not return for a subsequent enrollment period. The two questionnaires contained within this subsystem normally necessitate the implementation of a mail-out survey after the college chooses the enrollment periods on which to concentrate and can generate the list of nonreturning students. These can be decided upon after due consideration has been given to the population from which data is desired. Provisions have been made for the data collected in this subsystem to be either manually or computer processed.

QUESTIONNAIRES DESIGNED

The two questionnaires have been designed and tested in a variety of educational environments by community/junior colleges in Texas. One of the questionnaires is designed for both university transfer/academic **and** occupational/technical students while the other is specifically designed for occupational/technical nonreturning students. Also, additional nonreturning student questionnaires designed by follow-up subcontractor colleges are available for usage.

TYPE OF INFORMATION COLLECTED

The two nonreturning student questionnaires collect the below types of student follow-up information:

- Attendance objective (s)
- Individual course (s) or formal program pursuance
- Major field of study
- Sex and ethnic data
- College enrollment status
- Employment status
- Relation of employment to course (s) completed
- Prior employment in area related to course (s) completed
- Opinion of course (s) completed
- Opinion of student service (s) areas
- Name of transfer college and status
- Future enrollment and/or course interests
- Transfer problem areas
- Usefulness of training to job performance
- Relation of course (s) completed to career plans
- Degree of completion of educational objective
- Reason (s) for nonreturning student status
- Number of college credit hours completed
- Opinion of educational experience
- Course type code
- Target population code
- Level code
- Suggestions for improvement of course (s) and/or service (s)
- General comments

SUBSYSTEM IV
GRADUATE FOLLOW-UP

PROCEDURES

Subsystem IV (Graduate Follow-up) provides a mechanism for the collection of information from students who graduate from Associate Degree or Certificate/Diploma programs (both university transfer/academic **and** occupational/technical). The graduate questionnaires normally necessitate the implementation of a mail-out survey after the appropriate population has been identified. The first year graduate instrument specifically contains questions to generate data for local decision-making **and** for completion of the State follow-up report form. Provisions have been made for the data collected in this subsystem to be either manually or computer processed.

QUESTIONNAIRES DESIGNED

The questionnaires have been designed and tested in a variety of educational environments by community/junior colleges in Texas. The three questionnaires (printed on both sides of an 8½ x 11 sheet) facilitate the follow-up of both university transfer/academic and occupational/technical program graduates at the end of the first, third, and fifth year after graduation. Also, additional graduate questionnaires designed by follow-up subcontractor colleges are available for usage.

TYPE OF INFORMATION COLLECTED

The three graduate questionnaires collect the below types of student follow-up information:

- Attendance objective (s)
- Sex and ethnic data
- College enrollment status
- Employment status
- Relation of employment to program completed
- Prior employment in area related to program completed
- Opinion of program completed
- Opinion of student service (s) area
- Name of transfer college status, and GPA
- Usefulness of training to job performance
- Transfer problem areas
- Salary information
- Job title and name of employer
- Reason (s) for employment in area unrelated to program completed
- Relation of program completed to career plans
- Opinion of educational experience
- Job outlook information
- Mobility information
- Course type code
- Target population code
- Level code
- Suggestions for improvement of program and/or services
- General comments

SUBSYSTEM V
EMPLOYER FOLLOW-UP

PROCEDURES

Subsystem V (Employer Follow-up) provides a mechanism for the collection of information from employers of program graduates who participated in a previously conducted graduate survey. The employer questionnaire normally necessitates the implementation of a mail-out survey after the list of employer names and addresses has been compiled from survey forms returned by program graduates. Provisions have been made for the data collected in this subsystem to be either manually or computer processed.

QUESTIONNAIRE DESIGNED

A single questionnaire has been designed and tested in a variety of educational environments by community/junior colleges in Texas. The employer questionnaire (printed on both sides of an 8½ x 7½ sheet) is also color-coded.

TYPE OF INFORMATION COLLECTED

The employer questionnaire collects the below types of employer follow-up information:

- Opinion of the training received by the program graduate
- Usefulness of training to job performance
- Job outlook information
- Opinion of job performance and upward mobility
- Suggestions for needed training programs
- Placement source
- Suggestions for improvement of the program
- General comments

SUBSYSTEM VI
ADULT AND CONTINUING EDUCATION FOLLOW-UP

PROCEDURES

Subsystem VI (Adult and Continuing Education Follow-up) provides a mechanism for the collection of information from students who complete (1) preparatory, (2) supplemental, or (3) other adult and continuing education courses. The first questionnaire normally necessitates the implementation of a mail-out survey. The second questionnaire facilitates a mail-out or in-class survey while the third is designed for implementation in-class.

QUESTIONNAIRES DESIGNED

Three questionnaires (of small card size) have been designed and tested in the community/junior colleges of Texas. Each questionnaire is color coded with only one (preparatory) requiring a mail-out survey.

TYPE OF INFORMATION COLLECTED

The three adult and continuing education questionnaires collect the below types of student follow-up information:

- Employment status
- Relation of employment to course completed
- Opinion of course completed
- Suggestions for improvement of course
- General comments
- Future enrollment and/or course interests
- Usefulness of training to job performance
- Number of college credit hours completed
- Course identification
- Course type code
- Target population code
- Level Code

SUBSYSTEM VII
STATE FOLLOW-UP REPORTING

PROCEDURES

Subsystem VII (State Follow-up Reporting) provides a mechanism for the collection of information required for State follow-up reporting. The mechanism for collecting statewide follow-up information is largely decentralized, with individual colleges conducting the surveys and reporting student follow-up information via standardized data transmittal devices.

Subsystem VII facilitates occupational/technical reporting for Texas Education Agency and Department of Health, Education and Welfare follow-up report forms according to the below HEW definition of "completers":

1. Students who successfully completed the required sequence of vocational instruction in their programs of study and graduated.

2. Students who completed the vocational program requirements and left school without graduating.

3. Students who terminated their training in a program prior to normal completion time but who have gained marketable skills and have been employed full time in the field for which they have been trained.

The collection of State reported follow-up data is based on the concept of collecting follow-up information for local use concurrent with collecting the data for State reporting. For this reason, colleges have the option of choosing a single "State" questionnaire or various other questionnaires which have been designed to collect State **and** local data from the required populations. In this manner, data needs at both the State and local level may be satisfied at the same time. Provisions have been made for the data collected in this subsystem to be either manually or computer processed.

QUESTIONNAIRES DESIGNED

Several questionnaires have been designed and tested in a variety of educational environments by community/junior colleges in Texas. In addition to the previously mentioned questionnaires, this "State" questionnaire has been designed to collect only that information for State reporting purposes. Individual "State" questions, which also appear on the questionnaires designed to collect follow-up information for both State and local needs, are noted on the questionnaires for ease in interpretation.

TYPE OF INFORMATION COLLECTED

The Texas Education Agency occupational/technical follow-up report form has previously been designed to collect the below types of information:

Employment status
College enrollment/other status
Sex and ethnic data
Relation of employment to courses completed
Major field of study
Course type code
Target population code
Level code

Other previously noted questionnaires collect the above data in addition to follow-up information for local utilization.

WHY HAVE THE SYSTEM?

The State and the public two-year educational institutions of Texas need a student follow-up information system:

1. Because most Texas public community and junior colleges do not currently have comprehensive, flexible, tested and validated student follow-up systems;
2. Because responses from students, employers, and administration/faculty are considered useful and essential to local institutions' program planning and evaluation;
3. Because educational programs in Texas public community and junior colleges should be responsive to community needs as reflected in the existing job market, and the interests of their citizens;
4. Because accurate student follow-up information is required by local, state and national governing bodies, agencies and Texas public community/junior colleges for funding decisions.

In addition to the above, it is recognized that:

1. The long-term success of the system is directly related to the extent to which it contributes to the improvement of college programs.
2. The utilization of the system will become more refined as experience is gained in operation.
3. The system should not unnecessarily increase the complexity of the college's policies and reporting procedures.
4. The relative usage of the follow-up system is largely determined by the level of funds provided for data collection purposes.
5. Human and fiscal resources are required at both the State and local level for the maintenance of the system on a continual basis.

HOW WAS THE SYSTEM DEVELOPED?

As a result of legislation which stated that funds "shall be expended for the purpose of developing data directly relating to programs conducted by public junior colleges and shall be for the purpose of developing systems for the use by the junior colleges," the Texas Education Agency (in cooperation with an Advisory Committee of two-year college educators) invited proposals and ultimately selected Tarrant County Junior College, Fort Worth, Texas, as the prime contractor for the development of the follow-up system. During the period from May 15, 1974 through August 31, 1976, the cooperative efforts of the colleges were organized in the following manner:

1. SCUS-DELPHI Study (a survey conducted on a statewide basis to develop a consensus of opinion regarding the desirable characteristics of the follow-up system.)
2. The awarding of seven subcontracts to the below Texas community/junior colleges:
   a. Alvin Community College
   b. Amarillo College
   c. College of the Mainland
   d. Del Mar College
   e. Navarro College
   f. San Antonio College
   g. Western Texas College
3. The efforts of a large number of "volunteer institutions" who participated in the design effort by testing the questionnaires and evaluating the follow-up study procedures.
4. Interviews and discussions with public two-year college educators in Texas.
5. Consultative assistance by the Project Follow-up Advisory Committee.
6. Research of currently operating follow-up activities both inside and outside the State of Texas.
7. Input by Project Follow-up liaison personnel appointed by each public two-year college in Texas.

WHAT WILL THE SYSTEM DO?

In addition to functions noted elsewhere, SIS exhibits the below characteristics:

1. Is a decentralized system both in responsibility and implementation; its primary purpose is to provide means for collecting data so that local colleges may initiate, develop, modify or delete programs, and classes – thereby enhancing and improving local college operation.
2. Provides easy to use, pre-tested, uncomplicated procedures and instruments for collecting student follow-up information.
3. Identifies diverse educational goals of students and the extent to which these students perceive their goals to have been satisfied.
4. Provides a system for accountability as measured by employer evaluations of the adequacy of established curriculums and the job performance level of program graduates.
5. Provides mechanisms for processing student follow-up data by manual or machine methods.
6. Provides a mechanism for evaluation of the follow-up system.
7. Flexible in nature, allowing colleges the option of choosing its degree of implementation above the requirements for State follow-up reporting.
8. Is cyclic in nature (collects comparable data over a large number of years at minimal expense).
9. Provides questionnaires for institutional use in "comparing" survey results.
10. Provides a mechanism for computing follow-up cost data.
11. Provides guidelines for "sampling" techniques and non-response bias analyses.

August 1976